



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC WORKS TRAINEE

Class No. 007518

■ CLASSIFICATION PURPOSE

To perform routine maintenance of roads, roadways, or buildings; to perform construction and repair tasks; to prepare and clean up worksites; to set-up safety zones and direct traffic around work areas; to assist skilled and journey level trades personnel; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an entry-level class which may lead to advancement in various trades/crafts such as: carpenter, mason, electrician, plumber, building maintenance engineer, construction and service worker, equipment service technician, painter, or wastewater plant operator, road maintenance worker or equipment operator.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Performs moving, digging, shoveling, lifting, sweeping, and cleaning tasks.
2. Operates light motorized vehicles, construction equipment and power tools.
3. Loads and unloads supplies, equipment, and materials.
4. Sets-up and removes safety barricades and signs.
5. Directs traffic at worksites for equipment operators.
6. Cleans culverts, sewer mains, and trunk lines.
7. Assists tree trimming crews.
8. Patches pavement, and disassembles structures.
9. Assists crews in refuse disposal and sewage treatment plant operation.
10. Sets-up and cleans-up worksites for various crews.
11. Receives instructions in job related departmental operations and safety.
12. Assists journey-level personnel in performing of their duties.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic English.
- Motor vehicle code.
- Common safety practices.
- Basic arithmetic (add, subtract, multiply and divide).
- County customer service objectives and strategies.

Skills and Abilities to:

- Use and identify common hand tools and small equipment.
- Read, write and speak basic English.
- Understand oral instructions.
- Operate automobiles or small trucks safely.
- Perform heavy physical labor outdoors in all weather conditions.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: walking and standing. Incumbents use physical strength and agility on a continual basis, including lifting objects weighing 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment.

Certification/Registration

None Required.

Working Conditions

Works under adverse weather conditions and in proximity of vehicular traffic to work area. Work schedules may require working multiple shifts including evenings, weekends, and holidays in order for the department to respond to emergencies and inclement weather.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: August 2, 1971
Revised: February 15, 2002
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